

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 1

January 15, 2010

**SUBJECT: CHILD ABDUCTION PUBLIC ALERT SYSTEMS - REVISED; AND  
CHILD ABDUCTION REGIONAL EMERGENCY/AMBER ALERT,  
FORM 09.31.00 - ACTIVATED**

**PURPOSE:** The purpose of this Order is to update the initiation process for the implementation of a Child Abduction Regional Emergency (CARE) Alert and a California Child Safety Amber Network (CCSAN) Alert, also referred to as an Amber Alert. This Order revises Operations Order No. 6, titled *Child Abduction Public Alert Systems*, dated December 4, 2003 and replaces Operations-Headquarters Bureau Notice, titled *Child Abduction Public Alert Systems*, dated September 18, 2002.

Child Abduction Regional Emergency Alert and Amber Alert requests shall no longer be made directly through the Los Angeles County Sheriff's Department or California Highway Patrol. All Child Abduction Regional Emergency and Amber Alert requests **shall** be made through Real-Time Analysis and Critical Response (RACR) Division at (213) 484-6700. This Order also activates the Child Abduction Regional Emergency/Amber Alert, Form 09.31.00, formerly named as the CARE Alert template in Operations Order No. 6, dated December 4, 2003.

**PROCEDURE:** Department employees shall continue to utilize the CARE Alert program for missing and child abduction incidents that meet CARE Alert criteria. An Amber Alert is supplemental to a CARE Alert and shall be requested utilizing the Child Abduction Regional Emergency/Amber Alert form.

**I. CHILD ABDUCTION REGIONAL EMERGENCY/AMBER ALERT,  
FORM 09.31.00 - ACTIVATED.** The Child Abduction Regional Emergency/Amber Alert, Form 09.31.00 is activated.

**A. Initiation.** The Child Abduction Regional Emergency/Amber Alert form shall be prepared within the first two hours of being notified of an abduction or kidnapping, with the approval of the Area detective supervisor assigned to the investigation (detective supervisor), or the Detective Division watch commander in the detective supervisor's absence, under the following circumstances only:

- \* There has been a confirmed abduction by a non-family member; or,

- \* A parental abduction has occurred in which there is information that the child is being removed from the State of California or the jurisdiction of the United States; or
- \* The child involved in parental abduction faces a threat of injury or death.

**Note:** When circumstances surrounding a child's disappearance are unknown, a CARE Alert may be implemented after a complete investigation, or when significant time has elapsed and no alternative explanations for the child's absence are discovered (e.g., runaway).

- B. Completion.** The Child Abduction Regional Emergency/Amber Alert form shall include all available information. The form shall also be completed to indicate when the Department received information of the child abduction; when that information was forwarded to the Media Relations Section (MRS), Public Information Office; and who at MRS received the information.

**Note:** The Robbery Special Section, Robbery-Homicide Division (RHD), shall be consulted prior to the preparation of the Child Abduction Regional Emergency/Amber Alert form involving a kidnap for ransom, or any other case which could be compromised by the release of the information.

- C. Distribution.** The completed Child Abduction Regional Emergency/Amber Alert form shall be forwarded to MRS via fax or e-mail at [wwwpress@lapd.lacity.org](mailto:wwwpress@lapd.lacity.org). During off-hours, the person responsible for the completion of the Child Abduction Regional Emergency/Amber Alert form shall contact RACR Division, which shall notify the on-call MRS officer.

Media Relations Section personnel shall prepare a press release based on the information articulated on the Child Abduction Regional Emergency/Amber Alert form and disseminate the release to the appropriate news wire services and media outlets.

Upon receiving information, or in the event the abducted child is located, a fax or e-mail containing the updated information, including the details and circumstances on how the subject was located, shall be prepared by the Area detective supervisor and sent to MRS for release to the appropriate news services. In the absence of the Area detective supervisor, the Detective Division watch commander shall prepare the fax or e-mail. Real-Time Analysis and Critical Response Division shall be notified, which shall notify MRS.

**Note:** The CARE Alert system does not replace current reporting procedures as required by California Penal Code Section 14205 relative to the Missing Unidentified Persons System and Department Manual Section 4/712.10, Missing/Found Persons.

## II. GUIDELINES FOR INITIATION OF AN AMBER ALERT.

A. An Amber Alert shall be requested on a Child Abduction Regional Emergency/Amber Alert form as soon as a verified child abduction or kidnapping has occurred. A Child Abduction Regional Emergency/Amber Alert form shall be completed with the approval of the Area detective supervisor, or the Detective Division watch commander in the detective supervisor's absence, when all of the following conditions apply:

- \* A confirmed abduction has occurred;
- \* The victim is 17 years of age or younger, or suffers from a confirmed mental or physical disability;
- \* The victim is reasonably believed to be in imminent danger of serious bodily injury or death; and,
- \* There is sufficient information available that, if disseminated to the general public, could assist in the safe recovery of the victim.

**Note:** An Amber Alert is not intended for cases involving runaways, missing children in which there is no evidence of foul play, or custody disputes that are not reasonably believed to be endangering the life or physical health of a child.

- B. As soon as there is sufficient information for an Amber Alert, the assigned investigator shall immediately contact RACR Division. The assigned investigator shall request an AMBER Alert through RACR Division at (213) 484-6700.
- C. The assigned investigator shall contact Communications Division at (213) 978-6552 and request that an Amber Alert be broadcasted every hour. The Watch Commander, Communications Division, shall ensure that the hourly broadcasts are made.
- D. The completed Child Abduction Regional Emergency/Amber Alert form with the Amber Alert check box marked shall be forwarded to MRS via fax or e-mail at wwwpress@lapd.lacity.org. During off hours, the person responsible for requesting the Amber Alert shall contact RACR Division, which shall notify the on-call MRS officer.

Media Relations Section personnel shall prepare a press release based on the information articulated on the Child Abduction Regional Emergency/Amber Alert form and disseminate the release to the appropriate news wire services and media outlets.

- E. After a request for an Amber Alert has been made, the Area detective supervisor, or Detective Division watch commander in the detective supervisor's absence, shall notify Robbery Section, RHD, of the request. During off-hours, the responsible detective personnel shall contact RACR Division.
- F. Upon obtaining additional follow-up information, or in the event the abducted child is located, the Area detective supervisor or Detective Division watch commander in the detective supervisor's absence, shall contact RACR Division, RHD, Communications Division and MRS to advise them that the child has been located.

**Note:** The Amber Alert system does not replace current reporting procedures as required by California Penal Code Section 14205 relative to the Missing Unidentified Persons System and Department Manual Section 4/712.10, Missing/Found Persons.

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**FORM AVAILABILITY:** The Child Abduction Regional Emergency/Amber Alert form is available in LAPD Forms on the Department's Local Area Network. This form will also be hyperlinked to the Use of Form/Completion and Distribution link in the LAPD Forms. A copy of the form is attached for immediate use and duplication.

**AMENDMENT:** This Order adds Section 4/712.20 to the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Internal Audits and Inspections Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

A handwritten signature in black ink, appearing to read 'Charlie Beck', with a stylized, looping design.

CHARLIE BECK  
Chief of Police

Attachment

DISTRIBUTION "D"

## LOS ANGELES POLICE DEPARTMENT

**CHILD ABDUCTION REGIONAL EMERGENCY/AMBER ALERT****REQUESTING MEDIA AND PUBLIC'S ASSISTANCE IN LOCATING AN ABDUCTED CHILD**
☐ **C.A.R.E. ALERT**
☐ **AMBER ALERT**
TO: MEDIA RELATIONS SECTION

FAX: \_\_\_\_\_

PHONE: \_\_\_\_\_

FROM: \_\_\_\_\_

PAGES: \_\_\_\_\_

INCIDENT NO.: \_\_\_\_\_

DR NO.: \_\_\_\_\_

A child has been abducted from \_\_\_\_\_ Area.

The Los Angeles Police Department (LAPD) is requesting that the media provide the public with the following information to assist law enforcement efforts in locating this missing child.

<b>CHILD'S INFORMATION</b>											
Child's Name (Last, First, Middle)								<input type="checkbox"/> Photograph Available		Date of Birth	
Sex	Descent	Hair	Eyes	Height	Weight	Age	Build	Complexion			
Location Last Seen				City			Date And Time Last Seen				
Clothing Worn					Medical Conditions/Personal Oddities						
Child's Parents or Legal Guardian				Address			City		Phone		
<b>SUSPECT'S INFORMATION</b>											
Suspect's Name								Date of Birth			
Sex	Descent	Hair	Eyes	Height	Weight	Age	Build	Complexion			
Location Last Seen				City			Date And Time Last Seen				
Clothing Worn					Weapons Used			Mental Condition			
Vehicle Description (or method of travel)				Direction of Travel			Destination				
<b>FACTS/CIRCUMSTANCES OF THE ABDUCTION</b>											
LAPD Contact Person								Phone			
Supervisor's Signature											
Date/Time Area Received Missing Child Information					Supervisor Receiving			Serial No.			
Date/Time Information Faxed or E-mailed to Media Relations Section					Employee Forwarding			Serial No.			
Date/Time Information Received by Media Relations Section					Employee Receiving			Serial No.			